

# Development Services

## Tentative Map Application

### General Information and Process

#### What is a Tentative Map?

This process is used to subdivide property into more than four lots. Tentative maps are most related to the development of single-family residential subdivisions. Applications include proposed lot and block configurations and existing and proposed physical conditions of the property, including existing topography and improvements, proposed grading, utilities, and landscaping, etc.

#### What is the Process and How Long Will It Take?

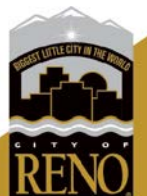
Applications are accepted on the second and fourth Monday of each month. A review for completeness will be conducted within three days of the application intake date. Incomplete applications will be returned to the applicant and not scheduled for a hearing. Once the application has been deemed complete, it will follow the process and estimated timeline in RMC 18.08.702. Tentative Map applications are typically reviewed within 60 days.



#### Application Checklist

Applicants must provide all forms, documents, information, and materials listed in the checklist below in digital format. The submission packets must be in the same order as the checklist. Review materials and check the boxes within the column on the left-hand side of the page to confirm submission.

- City of Reno Development Application
- Owner's Affidavit and Applicant's Affidavit
- Supplemental Information
- Attestations acknowledging submittal of the tentative map to the Division of Water Resources (DWR), Nevada Department of Environmental Protection (NDEP), and the Nevada Department of Wildlife (NDOW) for review – Please note that NDOW only accepts digital submissions through [ndowreview@ndow.org](mailto:ndowreview@ndow.org).
- Project Narrative – Submit a written description of the request that includes project details, historical background, and existing uses and improvements on site.
- Findings Analysis (see NRS 278.349(3) and RMC 18.08.304(e) for legal findings)
- Legal Description – must be signed and stamped by a State of Nevada professional land surveyor and appropriate for recordation, as required by Nevada Administrative Code 625.790.
- Vicinity Maps – 8.5" x 11" map showing surrounding parcels including the subject site.
- Current Title Report - Must be dated within 60 days of application submittal.
- Tentative Map (see tentative map submittal guide)
- Site Plan (see site plan submittal guide)
- Preliminary Utility Plan (see utility plan submittal guide)
- Preliminary Grading & Drainage Plan (see grading plan submittal guide)



# Development Services

- Preliminary Landscape Plan (see landscape plan submittal guide)
- Preliminary Hydrology Report (see hydrology/drainage report submittal guide)
- Preliminary Geotechnical Report.
- Preliminary Sewer Report (see Public Works Design Manual)
- Traffic Study – Only required if project meets the thresholds outlined in RMC 18.04.601(c)
- Preliminary Lighting Plan & Photometric Analysis – Only required if new on-site lighting is proposed beyond standard street lighting.
- Project of Regional Significance Checklist

## Submittal Guidelines

- Combine all necessary items in the checklist into one electronic document (aside from GIS files if applicable).
- If submitting in person, submit one USB drive with all completed forms, materials, reports, and supplemental information.
- If submitting online, create an account on the permitting portal at OneNV.us and submit through the online form.
- Payment of application fees is required within three days of the application being accepted.
- Prepare a presentation for the Neighborhood Advisory Board meeting (see submittal guide).

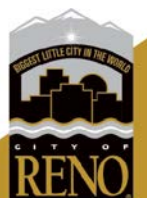
## Tentative Map Findings Analysis

Findings and approval criteria are the legal justification for a body's decision on an application. A complete analysis of these findings and criteria is required from the applicant at the time of application submittal. Detailed explanation of each finding can be found within [NRS 278.349\(3\)](#) and RMC 18.08.304(e).

Provide a written response addressing how the proposed request is in conformance with the following findings.

### All tentative map applications shall consider under the following:

- 1) Environmental and health laws and regulations concerning water and air pollution, the disposal of solid waste, facilities to supply water, community or public sewage disposal and, where applicable, individual systems for sewage disposal.
- 2) The availability of water which meets applicable health standards and is sufficient in quantity for the reasonably foreseeable needs of the subdivision.
- 3) The availability and accessibility of utilities.
- 4) The availability and accessibility of public services such as schools, police protection, transportation, recreation and parks.
- 5) Conformity with the zoning ordinances and master plan, except that if any existing zoning ordinance is inconsistent with the master plan, the zoning ordinance takes precedence.
- 6) General conformity with the governing body's master plan of streets and highways.
- 7) The effect of the proposed subdivision on existing public streets and the need for new streets or highways to serve the subdivision;
- 8) Physical characteristics of the land such as floodplain, slope and soil.
- 9) The recommendations and comments of those entities and persons reviewing the tentative map pursuant to NRS 278.330 to 278.3485, inclusive.
- 10) The availability and accessibility of fire protection, including, but not limited to, the availability and accessibility of water and services for the prevention and containment of fires, including fires in wild lands.
- 11) The potential impacts to wildlife and wildlife habitat.

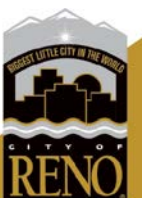


# Development Services

- 12) The submission by the subdivider of an affidavit stating that the subdivider will make provision for payment of the tax imposed by chapter 375 of NRS and for compliance with the disclosure and recording requirements of paragraph (f) of subsection 1 of NRS 598.0923, if applicable, by the subdivider or any successor in interest.

**In addition to these findings, all development applications shall meet the following approval criteria:**

- 1) The project is consistent with the Reno Master Plan.
- 2) The project is in compliance with Title 18 of the Reno Municipal Code.
- 3) The project mitigates any anticipated traffic impacts.
- 4) The project provides for a safe environment.
- 5) If the project involves phases, it proposes a rational phasing plan.



# Development Services

## City of Reno Development Application

**Project Name:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

The project description should be concise in describing the reason for the application including the specific application triggers, other applications submitted concurrent with this application, and a general description of the proposed use, site improvement, or project.

**Pre-Application Meeting Date:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Assessor's Parcel Number(s):** \_\_\_\_\_

**Master Plan:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_

**Site Size:** \_\_\_\_\_ acres

### Property Owner Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### Applicant Information

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

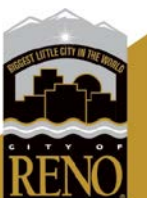
**Agent and Contact Information** (The person listed as contact will be contacted to attend staff/applicant meetings, answer questions regarding this application, provide additional information when necessary and will receive a copy of the staff report and decision letter.)

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_



# Development Services

## Owner Affidavit

I am the owner/authorized agent, as demonstrated on the attached documentation, of the property involved in this petition and I authorize \_\_\_\_\_ (name of applicant) to request development-related applications on my property. This authorization is inclusive of Assessor Parcel Number(s) \_\_\_\_\_. I declare under penalty of perjury that the foregoing is true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

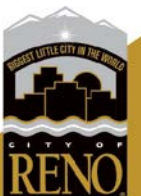
STATE OF NEVADA )  
) ss  
COUNTY OF WASHOE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
\_\_\_\_\_(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the owner/authorized agent of the above property who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

### Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



# Development Services

## Applicant Affidavit

I am the applicant and/or consultant/firm involved in this petition and the foregoing statements and answers herein contained and the information herewith submitted for a \_\_\_\_\_ (application type) are in all respects complete, true, and correct to the best of my knowledge and belief. I declare under penalty of perjury that the foregoing is complete, true and correct for the development application case number \_\_\_\_\_ (to be filled in by City of Reno staff).

Executed on \_\_\_\_\_, in \_\_\_\_\_, \_\_\_\_\_  
(date) (City) (State)

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signed: \_\_\_\_\_

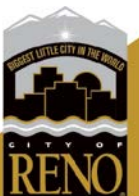
STATE OF NEVADA )  
 ) ss  
COUNTY OF WASHOE )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_  
(name) personally appeared before me, a Notary Public in and for said County and State, known to me to be the applicant and/or consultant/firm involved in this petition who acknowledged to me that they are authorized to and did execute the above instrument on behalf of said application.

\_\_\_\_\_  
Notary Public

### Attachments:

1. Secretary of State documentation, authorization letter, or corporate charter than demonstrates authority to sign for corporate or trust entity.
2. Notary supplement for states and counties differing from that listed above.



# Development Services

## Supplemental Information for Tentative Map Applications

The applicant or duly authorized agent of the applicant requests that the City of Reno approve a tentative map. All tentative map applications submitted to the City of Reno shall be prepared by, or under the direct supervision of, a Nevada Registered Civil Engineer or Land Surveyor in accordance with NRS 625 and shall be wet stamped, signed, and dated with appropriate seals.

### Project Analysis

#### 1) Cuts and Fills

Does site grading include cuts of slopes 20 feet or greater in depth?

Yes  No

Does site grading include fills of ten feet or greater in height?

Yes  No

If yes to either of these questions, a cut and fill exhibit must be supplied, and this application must be submitted in conjunction with a major site plan review.

#### 2) Hillside Development

Does this site have an average slope of 10% or greater?

Yes  No

Does the site have slopes exceeding 15% on 25% or more of the land area?

Yes  No

If yes to either, utilize standards in your analysis from RMC Chapter 18.04 Article 4 Hillside Development and this application must be submitted in conjunction with a major site plan review.

#### 3) Major Drainageway

Does the site include a drainageway that drains a land area of 100 acres or more?

Yes  No

If yes, utilize standards in your analysis from RMC Section 18.04.104 Drainage Way Protection and this application must be submitted in conjunction with a major site plan review.

#### 4) Cluster Development

Is this application proposing cluster development with a tentative map?

Yes  No

If yes, refer to additional findings per RMC Section 18.08.603(e)(3).

#### 5) Large Grading Projects

Does this application propose development of a site 10 acres or greater in land area?

Yes  No

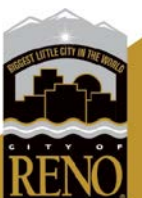
If yes, refer to additional findings per RMC Section 18.04.302(d).

#### 6) Powerline Relocation

Are power line relocations proposed for this project?

Yes  No

If yes, identify these on the site plan and provide a narrative discussing the relocation including carrying capacity, overhead versus underground, and other characteristics.



# Development Services

## 7) Earth Hazards

Is the subject property within an area of potential hazard, such as but not limited to earthquake faults, earth slide areas, or otherwise hazardous slopes?

Yes  No

If yes, provide an analysis in the project narrative regarding the impact of the hazards and describe proposed mitigation measures.

Identify these areas on the subdivision map.

## 8) Sensitive Hydrological Resources

Will the project disturb areas within or adjacent to wetlands, stream environments, or other significant hydrologic resources?

Yes  No

If yes, provide an analysis in the project narrative of the potential impacts and describe proposed mitigating measures. Identify these areas on the subdivision map.

## 9) Airport Noise Exposure

Is the subject project located within an airport noise exposure area of 65 ldn or greater?

Yes  No

If yes, provide an analysis in the project narrative regarding the impact of the hazard on the proposed development and describe proposed mitigation measures. Identify these areas on the subdivision map.

## 10) Safe Routes to School

Is this project located in the proximity of a primary or secondary school, or does it impact a pedestrian or bicycle route to a nearby school?

Yes  No

If yes, this application is subject to the review of the Safe Routes to School Team of the Washoe County School District.

## 11) Water and Sewer Service

Is the subject site served or proposed to be served by an on-site septic system for sewage or an on-site well for water service?

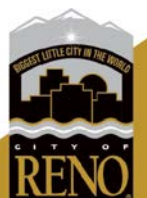
Yes  No

If yes, this application requires payment of Northern Nevada Public Health fees and will be subject to their review.

## 12) Combination Application

Is this application submitted in combination with any other application such as a site plan review or conditional use permit?

Yes  No



# Development Services

## Project Details

### Project Features

Number of Lots: \_\_\_\_\_  
Average Lot Size: \_\_\_\_\_  
Net Acreage: \_\_\_\_\_  
Gross Acreage (area used for density): \_\_\_\_\_  
Project Density: \_\_\_\_\_  
Number of Commercial Parcels: \_\_\_\_\_  
Number of Residential Parcels: \_\_\_\_\_

### Adjacent Properties

Northern Land Use & Zoning: \_\_\_\_\_  
Eastern Land Use & Zoning: \_\_\_\_\_  
Southern Land Use & Zoning: \_\_\_\_\_  
Western Land Use & Zoning: \_\_\_\_\_

Identify the total number of final maps intended to be recorded. Include the number of lots per each phase and the proposed sequencing:

---

---

---

Identify any natural features located on the site and what preservation measures are proposed as part of this request:

---

---

---

Provide peak hour and average daily traffic volume generation estimates for the proposed project:

---

---

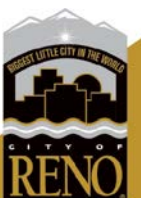
---

Identify the nearest transit facilities serving the area:

---

---

---



# Development Services

## Attestation of Submittal to NDOW

I, \_\_\_\_\_(name of applicant), have made an application to the Nevada Department of Wildlife (NDOW) requesting review of the tentative map associated with this application. The application to NDOW was made on \_\_\_\_\_ (date).

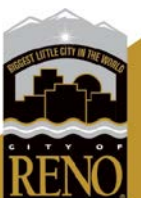
If any additional information was provided by NDOW (such as a case number, indication of review needs, etc.) please describe it below:

---

---

---

Signed: \_\_\_\_\_(signature) \_\_\_\_\_(date)



# Development Services

## Attestation of Submittal to NDEP

I, \_\_\_\_\_(name of applicant), have made an application to the Nevada Department of Environmental Protection (NDEP) requesting review of the tentative map associated with this application. The application to NDEP was made on \_\_\_\_\_ (date).

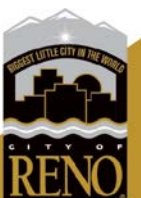
If any additional information was provided by NDEP (such as a case number, indication of review needs, etc.) please describe it below:

---

---

---

Signed: \_\_\_\_\_(signature) \_\_\_\_\_(date)



# Development Services

## Attestation of Submittal to DWR

I, \_\_\_\_\_(name of applicant), have made an application to the Division of Water Resources (DWR) requesting review of the tentative map associated with this application. The application to DWR was made on \_\_\_\_\_ (date).

If any additional information was provided by DWR (such as a case number, indication of review needs, etc.) please describe it below:

---

---

---

Signed: \_\_\_\_\_(signature) \_\_\_\_\_(date)

